

# State of Nevada Approved Records Retention and Disposition Schedule

**B&I: Industrial Development Revenue Bond Program**

Schedule ID # 190203

Version Date: 6/13/2012

**This version supersedes all previous versions.**

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## **2012021 Industrial Development Revenue Bond (IDRB) Program Tracking System**

Description: This is the electronic information system used to monitor the Industrial Development Revenue Bond Program (See NRS 349.400 to 349.670). The files may include, but are not limited to: Bond project information such as name, project description, project type and status; Scanned official transcripts; Bond documentation; Volume cap information and; Related correspondence

Retention: Retain these records until the bond has been redeemed or otherwise closed and then purge it from the system.

Disposition: Destroy Securely

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## **2012019 Industrial Development Revenue Bond (IDRB) Program: Applications Denied, Incomplete or Withdrawn**

Description: These records document applications that were denied, incomplete or withdrawn by the Industrial Development Revenue Bond Program (See NRS 349.400 to 349.670). The files may include, but are not limited to: Application with associated records; Financial feasibility documentation; Determination records; Hearing documentation and; Related correspondence

Retention: Retain denied records for a period of three (3) calendar years from the date of denial.  
Retain incomplete and withdrawn records for a period of one (1) calendar year from the date of the application.

Disposition: Destroy Securely

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## **2000001 Industrial Development Revenue Bond (IDRB) Project Files**

Description: These records document the Industrial Development Revenue Bond Program (See NRS 349.400 to 349.670). The files may include but are not limited to: Application with associated records; Bond documents ; General state certificate, indemnity agreement, etc.; Notice of redemption with associated documentation; Public hearing documents; Financial feasibility documentation; Environmental policy statement; Related correspondence

Retention: Retain these records for a period of six (6) calendar years from the redemption of the bonds or closure of the case.

Disposition: Permanent: Transfer to State Archives